



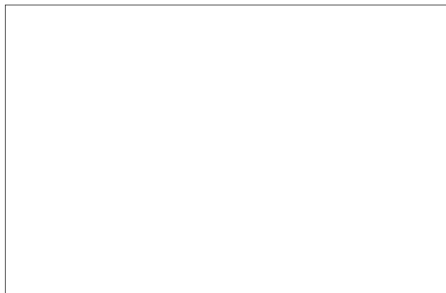
Sheraton-Fredericksburg Resort & Conference Center

The hospitality people of **ITT**
I-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

September 29, 1986

*rec'd p.m. 10/2/86
EF*

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The staff of the Sheraton-Fredericksburg Resort and Conference Center welcomes the opportunity to serve you in connection with your forthcoming event. Certainly every effort will be made to assure it's success.

We are enclosing an Event Order form(s) in duplicate so that you may review the pertinent details as we have recorded them. May we ask that after you have checked these details, sign and return the carbon copy to us, keeping the original for your records. Please note that you are required to give a guaranteed number of attendees for any coffee breaks 48 hours in advance of your meeting. Should you have any corrections, please contact me at (703) 786-8321 x7116,

We will consider your function as mutually confirmed as soon as we receive your signed copy of the enclosed form. Upon your arrival at the Sheraton, Carl Apperson, Assistant Manager-Convention Services or James McKenney, Convention Services Manager will supervise the arrangements we have made. They may be reached through the hotel operator. If you are any questions, please do not hesitate to call us. We consider it a privilege to serve you.

Sincerely,

Jeanne S. Vice

Jeanne S. Vice
Group Sales Coordinator

JSV/jr

*Sold Jeanne said not
get this in time to return
it by mail before 10/7.
no problem.
10/7 -*

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P.O. BOX 7047 • Fredericksburg, Virginia 22404

EVENT ORDER		HOTEL	PREP. DATE	REF. NO.
FORM 28-02	10M-102	CATERING DEPARTMENT		
POST AS		CIA (Do not post)	DAY Tuesday	DATE 10/7/86
DESCRIPTION		Meeting	BAR TIME	MEAL TIME
BILL TO		PO #86-D-780002-950	EXPECTED	GUARANTEED 16
			ROOM(S)	Lee
ADDRESS		OL-INSS, Washington, DC 20505	PHONE 1-281-8131	
ARRANGEMENTS		FOOD AND BEVERAGES		
BAR		BEVERAGE AND FOOD		
BEVERAGES 10:30am \$1.95 pp		10:30am: Coffee, tea, sank, assorted sodas, assorted danish		
SNACKS 2pm .95 pp		2pm: Coffee, tea, sank (16) assorted sodas		
HORS D'OEUVRES		Set breaks on roll cart outside door. Group will bring into room		
sodas each .95				
BARTENDERS				
SERVICE (%) 15				
TAX (%) exempt				
TOTAL				
MEAL		FOOD		
PER COVER		Group on FAP. Lunch at 12N in Meadows, dinner at 6pm in Meadows or Dauphines. Collect tickets, add 15%, tax exempt		
FLOWERS				
WAITERS				
SERVICE (%)				
TAX (%)				
TOTAL				
MEETING, ETC.				
MUSIC				
lock change \$90.00		ROOM SET-UP		
EQUIPMENT overhead 20.00		8am-4pm on 10/7: U shape for 16pp. Provide overhead, & slide projector w/screen and flip chart w/pad & markers. Water, glasses, ashtrays on tables.		
slide proj. 20.00		**Safe will be delivered at 7am.		
pad & markers 18.50				
TOTAL				
OTHER				
RENTAL n/c				
SERVICE (%)				
TAX (%) exempt				
TOTAL				
AGREED.		SPECIAL INSTRUCTIONS		
REPRESENTATIVE		5pm-6pm Shannon's Lounge: Cocktails, each individual on own.		
CATERING MGR.				

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EVENT ORDER		HOTEL	PREP. DATE	REF. NO.
FORM 28-02	10M-102	CATERING DEPARTMENT		
POST AS		CIA (Do not post)	DAY Wednesday	DATE 10/8/86
DESCRIPTION		Meeting	BAR TIME	MEAL TIME
BILL TO		PO #86-D-780002-950	EXPECTED	GUARANTEED 16
REPRESENTATIVE		ADDRESS	ROOM(S) Lee	
ARRANGEMENTS		FOOD AND BEVERAGES		
BAR		BEVERAGE AND FOOD		
BEVERAGES	\$.95 pp	10am: Coffee, tea, sanka		
SNACKS				
HORS D'OEUVRES				
BARTENDERS				
SERVICE (%)	15	Set break on roll cart outside door, group will		
TAX (%)	<i>exempt</i> 8	bring into room.		
TOTAL				
MEAL		FOOD		
PER COVER		Group on FAP, breakfast & lunch in Meadows. Collect tickets, add 15%, tax exempt		
FLOWERS				
WAITERS				
SERVICE (%)				
TAX (%)				
TOTAL				
MEETING, ETC.				
MUSIC				
EQUIPMENT				
overhead	\$20.00			
slide proj.	20.00			
TOTAL				
OTHER		ROOM SET-UP		
RENTAL	n/c	24 hour hold til 4pm: U shape for 16pp, provide overhead, slide projector, screen, flip chart w/pad & markers. Water, glasses, ashtrays on table.		
SERVICE (%)				
TAX (%)	exempt			
TOTAL				
AGREED.	SPECIAL INSTRUCTIONS			
REPRESENTATIVE				
<i>Jane S. Vire</i>				
CATERING MGR.				

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(S)

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EVENT ORDER		HOTEL	REP. DATE	REF. NO.
FORM 28-02	10M-102	CATERING DEPARTMENT		
POST AS			DAY	DATE
CIA (Do not post)			Wednesday	10/8/86
DESCRIPTION			BAR TIME	MEAL TIME
Meeting			EXPECTED	GUARANTEED
BILL TO			ROOM(S)	
PO #86-D-780002-950			Lee	
REPRESENTATIVE		ADDRESS		PHONE
ARRANGEMENTS		FOOD AND BEVERAGES		
BAR		BEVERAGE AND FOOD		
BEVERAGES	\$.95 pp	10am: Coffee, tea, -sanka		
SNACKS				
HORS D'OEUVRES				
BARTENDERS				
SERVICE (%)	15	Set break on roll cart outside door, group will		
TAX (%)	8	bring into room.		
TOTAL				
MEAL		FOOD		
PER COVER		Group on FAP, breakfast & lunch in Meadows.		
		Collect tickets, add 15%, tax exempt		
FLOWERS				
WAITERS				
SERVICE (%)				
TAX (%)				
TOTAL				
MEETING, ETC.				
MUSIC				
EQUIPMENT				
overhead	\$20.00			
slide proj.	20.00			
TOTAL				
OTHER		ROOM SET-UP		
RENTAL	n/c	24 hour hold til 4pm: U shape for 16pp, provide		
		overhead, slide projector, screen, flip chart w/pad		
SERVICE (%)		& markers. Water, glasses, ashtrays on table.		
TAX (%)	exempt			
TOTAL				
AGREED.		SPECIAL INSTRUCTIONS		
REPRESENTATIVE				
CATERING MGR.				

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